IowAccess Project 13 Meeting
Wednesday August 6, 1997
9:00 a.m. - Noon

Present :   Pat Brockett, Dave Gannon, Roger Gutmann, Jeff Nall, John Brandt (via ICN), Marla Janning (via ICN), John Calhoun (via ICN), Lee Tack, Kevin Teale, Julie Schmidt (via ICN), Lorrie Tritch, Linda Plazak; Keri Badding and Deb Kazmerzak, staff; Judy Peters, guest.

Project Update
Members should have received a copy of the updated project plan in their packets for today. We added additional public education to address concerns voiced by the Steering Committee and Citizen Council.

System design -- Internet vs free standing
In May there was a demonstration of the Noah system. During the demonstration a discussion came out regarding the underlying design one would use for the employment of this. Some of the issues that came up were how to support those devices once they were out. After looking at the issues, with the emergence of the network, this was a chance to leverage some of that. The design is to be shifted more towards delivery via the Internet. This is a benefit since more businesses, libraries, etc have Internet accessibility.

Linda Plazak, ITS -- Project one is working to set the basic structure for all the other projects. A couple of groups (WINGS - U.S. Postal Service and the State of Kansas) are going to be in Des Moines on the 12-13 of August for discussion. All members are welcome to attend. The Kansas consortium group actually makes money, and the state also generates money. It is a win/win situation. We are hoping to get to that point in Iowa. We want to build a front-end system that will be service-oriented. These fourteen projects are a good start to where we are headed.

There are some implications that you will need to look at from the licensing perspective or encryptions. The only confidential information would be the one link that we would have to the state agency. It is not the biggest piece of the project.

One of the things we are discussing with all of the teams are data integrity, security, and confidentiality. These are important things to look for when developing your systems.
The largest issue would face us is authentication for the service providers. In terms of confidentiality, there is no confidential information flowing.

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Vendor Request for Proposals Discussion
Judy Peters--- Iowa Workforce Development presentation
Judy Peters is the Project Manger responsible for the Integrated Information systems. IWD is developing the system to be able to support the new divisions of the departments. The goals are to be able to have within the local community centers a service directory which lists services from other agencies. They are trying to link their system to the needs of each community.

IWD is also developing the application to provide services within all 99 counties and have future plans to make applications web-enabled. The goals of their development are to get only the information needed to maximize the use of their resources. They are working to develop the services along business lines. There are currently 21 states that are participating in this development and several others interested. There are many other areas that IWD are looking into (child care, employment) and we will provide customer service delivery options. The system is designed for local centers to be able to provide group services, on line, as well as through the Internet. IWD is looking at the needs of the consumer and we are gathering minimal information. The majority of the population will be able to provide the services. One person can receive the services they need with one application form and the data can be shared between the different groups.

IWD has developed a data dictionary with standards to make sure we are complying with standards as we develop the application.

Another component is in client management. IWD is beginning to prototype a service plan where we will match customer skills with job perspectives. The fourth component is support tools.

IWD has identified a logical view for our overall information system that combines those four components. It also combines the management and fiscal responsibilities which will be incorporated in the final development.

The system will be able to provide and track the customer data from the multiple programs. Any of the data available will be accessible and placed within the application where the customer can update the changes as the need for future services arise.

IWD's E-mail address is included on the application to save staff resources and time, and to create an immediate link for the customer. This system allows customers coming into the center and directs them to the staff. It will also be able to track customers so that resources can be allocated based on local needs. Individuals can be scheduled on-line and a notification will be included. Customers will be able to mark the services they are interested in. This includes basic demographic info, employment, training, and unemployment insurance. An application is generated based on the needs of the customer.
The next component is a workforce center service index which provides the agency of all services in the community. It is locally designed and updated. There is an

Internet or fax referral process. The system that the internal staff uses is formatted with the contact person name, address, e-mail address, and fax, the description of the services, eligibility requirements, contact process and procedure, and any information that local areas wish to have, along with some of the demographic info. The index will be able to be searched by title, area, or contact. IWD's goal is to provide source tools as well as services.

IWD's future goals would be to create a community service index to link and benefit the customers across the State of Iowa. America Job Bank which is a listing of jobs, America Training Network, Career Net. These are future initiatives for Internet and intranet.

Project 13 and IWD have common goals: to have a community service directory that is Internet accessible, user friendly application, and very customer oriented. They each want to be able to link a pre-eligibility screening, employment registration which we would like to link to the community directory and the demographic training program. IWD would like to work with IowAccess and link the directory, and have the project team lead the system to make sure it is on target with the intent of Project 13. IWD wants it to be a system that can be used across the state and used to benefit both initiatives.

Discussion --Currently, the team is three weeks behind on the vendor RFP. The team can also still do a RFP and we can tell IWD that they can respond. If we want to look at Workforce Development we need to get more answers on what can we do with it, the potential, and what can our dollars buy.

A concern was expressed about the person preparing the RFP when they work for IWD. I think if we choose this proposal, it would look like we took the easy way out since we're so far behind.

Also, this would mean that Jeff Nall and Dave Gannon would no longer be members of the project.

If we go to the RFP, how does this affect to overall project in terms of time frame? We are three weeks behind. To rewrite it, it could take a minimum of a week.

A unanimous decision was reached among members to do a RFP. The team will work with Linda and all members will be informed on the process

The pilot community can be involved with selecting a vendor. A copy of the RFP will be sent to all members for review.

Finalize Community RFA Scoring Sheet

We should look at the Innovation Zone information since we patterned ours after it. We also need to adjust for the scoring sheet that we are going to use.
Linn County and Sioux City are interested in submitting an application so they will

withdraw from further discussion.

The scoring sheets will be sent out to everyone who will be sending an application.

A subcommittee was selected to work on the scoring sheets. Pat Brockett will lead the effort which will include Jeff Nall, a representative of the Department of Education, Marla Janning, Linda Simms (Lutheran Social Service), and Jim Day (ITS).

Community Application Review and Site Selection

The process which the team will undertake to review applications and select the pilot site received considerable discussion. It was decided that the project leads will determine whether team members need to review all applications or just portions of the applications, depending on the number of applications received. If there are enough that the expedient way is to review just portions, each team member will be assigned to a subgroup. Each subgroup will be assigned a portion of the RFP (like sections 1, 2, 3) to review in all responses and report their results to the team. The applications are due September 2, and our next meeting is September 9, meaning that we will be sending out the applications via Federal Express on the 2nd.

Anyone from a community submitting an application will be excluded from the review process, so if any team members (other than Cedar Rapids and Sioux City) intent to submit an application, please notify Pat Brockett of your intentions, so we don't inadvertently send you the packet to review.

Wrap Up

Media packets are being provided to each team member. (They'll be mailed to those not participating in person at today's meeting) This is a useful tool and the State of Iowa can be proud of that we received money to do this. Also, feel free to talk to others outside of the project about IowAccess and the packet. Take the opportunity to talk with people and explain what we are trying to do and the changes we are making for the communities.

How to use the List serve: (included in the packet) - you can use this to contact all members of the project.

The next meeting is scheduled for September 9, from 9:00 - 3:00 p.m. The meeting will again be over the ICN. We will be reviewing community applications. The chairs will make assignments on the application reviewing process.

The following meeting will be held on October 16, and the project would like to meet face-to-face (no ICN) with the selected pilot community.

Adjourn